



Program Coordinator

Details

Job ID : 369

Title : Program Coordinator

Job Code : 1107

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Juvenile Services

Purpose

RESPONSIBLE FOR THE ORGANIZATION AND IMPLEMENTATION OF VARIOUS JUVENILE SERVICES PROGRAMS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- ABILITY TO TRAVEL STATEWIDE

Job Duties

- MAY ORGANIZE AND IMPLEMENT LAW RELATED EDUCATION PROGRAM
- TRACK FUNDING SOURCES FOR PROGRAM
- MAY DEVELOP AND CONDUCT LRE TRAINING AND AWARENESS SESSIONS
- PROVIDES SUPPORT SERVICES AND TECHNICAL ASSISTANCE TO PROGRAM SITES
- MAY ORGANIZES PROGRAM ACTIVITIES SUCH AS CONFERENCES
- MAY PREPARE PROGRAM MATERIALS FOR PROGRAM IMPLEMENTATION, TRAINING SESSIONS, AND CONFERENCES
- ASSIST DIVISION STAFF WITH PROJECTS, CONTINUING EDUCATION/TRAINING AND ASSIGNMENTS
- ASSIST WITH WRITING REPORTS, PREPARING AND MAINTAINING THE DIVISION'S POLICY MANUAL
- TRAVEL STATEWIDE
- OTHER DUTIES AS ASSIGNED